State of Maryland
Nonpoint Source Funding
Request for Proposals

The Department of Natural Resources, Coastal Zone Management Division, in cooperation with the United States Environmental Protection Agency (USEPA), is currently accepting **nonpoint source pollution control** proposals suitable for funding under the Nonpoint Source Program §319 Grant.

Deadline for submitting proposals is close of business
on the following date:

October 3, 2003

**Response to the RFP is required for funding consideration*

Background

Maryland's Nonpoint Source Management Program is a multi-disciplinary program providing not only financial, technical and outreach assistance, but assistance in building local capacity to achieve nonpoint source controls. The Program relies on creating partnerships to advance long and short- term goals for nonpoint source pollution control.

Nonpoint source pollution is the major reason why water quality remains impaired in Maryland. Nonpoint source pollution is defined as runoff caused by stormwater (rainfall or snowmelt) or irrigation water moving over and through the ground. As this runoff moves, it picks up and carries away pollutants, such as sediments, nutrients, toxics, and pathogens. These pollutants are eventually deposited in lakes, rivers, wetlands, coastal waters, ground waters and the Chesapeake and Coastal Bays.

State agencies assist local governments -- which are primarily responsible for implementation of nonpoint source control measures -- by identifying water quality and resource problems, helping watershed planning efforts, and selecting and implementing management practices tailored to the source and area, as well as directing funding programs to help support those practices. To learn more about Maryland's Nonpoint Source Program please visit the NPS program website at http://www.dnr.state.md.us/bay/czm/nps/index.html

The State annually receives federal funds to prevent and control nonpoint source pollution. The state will direct a significant portion of these funds toward projects that directly implement watershed plans.

FUNDED ACTIVITIES

Funds will be available for implementation of nonpoint source projects based on watershed plans located in priority restoration and protection watersheds identified in Attachment C. Examples of projects potentially eligible for funding include:

- **non-structural stream restoration**
- **innovative technologies for nonpoint source pollution control**
- **pollution prevention activities**
- **innovative on site disposal system (osds) management techniques/osds cost-share**
- **agricultural best management practices not eligible under EQIP**
- **community-based educational efforts**
- **riparian buffers**
- **wetland creation and restoration**
- **groundwater protection**
- **clean marina practices**
- **lake restoration**

ELIGIBILITY

Who is eligible?
Conservation districts, municipalities, local governments, state agencies, and universities may submit proposals.

Who is not eligible? Individuals, non-profit organizations, private for-profit firms, and citizen groups are not eligible for these funds. Interested parties may enter into a working arrangement with an eligible applicant.

Evaluation Criteria

First priority *will be given to those projects that have a direct relationship to drafted or completed watershed plans incorporating a draft or final TMDL.* Pursuant to USEPA §319 funding guidance watershed plans should contain the minimum elements listed in **attachment A**.

See attachment D for a map of known completed watershed plans (which may or may not contain the elements listed in attachment A). This map was developed from a Department of Natural Resources' survey of Maryland counties about watershed planning activities.

Second priority *will be given to those projects that have a direct relationship to drafted or completed watershed plans but that do not have a direct relationship to EPA approved nonpoint source TMDL or a TMDL scheduled for development as of July 2003*. See attachment C or visit MDE's website for a list of approved TMDLs and for the latest 2003 – 2004 TMDL schedule.

The proposal review committee is also looking for projects that address the following:

1) Multiple objectives: e.g., maximize water quality, habitat protection and restoration, and other natural resource goals;

2) Are located in a watershed on Maryland's 2002 integrated 303(d) list;

3) Are located in a Priority Category One or a Select Category Three watershed as identified in Maryland's Unified Watershed Assessment. Extra consideration will be given to projects located in priority category one and select category three watersheds;

4) Leverages other sources of federal, state, local or private funds (e.g. EQIP, MDE's State Revolving Fund, local, businesses, etc.);

5) Uses Coastal Zone Act Reauthorization Amendment (CZARA) – Section 6217 management measures. These 56 management measures are part of a required program to reduce nonpoint source pollution in coastal areas. Contact the Coastal Nonpoint Source coordinator (Louise Hanson 410.260.8774) or visit the coastal nonpoint source program website;

6) Address an issue of statewide concern or emphasis such as: habitat goals for wetlands, siting and operation of septic systems, acid mine drainage, growth management, sustainable agriculture, etc.; and

7) Evidence of partnering with Chesapeake Bay Program Tributary Teams (Jaime Baxter, 410/260-8987) or the Maryland Coastal Bays Program (410.213.2297).

PROJECT FUNDING LEVELS

The State expects to receive $1.1 million in funds pending Congressional approval**.** Approximately **65%** of these funds will be awarded to local jurisdictions pending the receipt of viable, eligible projects. The State seeks to fund around 12 projects from the potential $1.1 million in nonpoint source program funds. We anticipate that the maximum federal nonpoint source program funding allowed for implementation will be approximately $150,000. **All projects must provide match at 40% of the total project cost.**

PROJECT DURATION

Proposals may be submitted for time periods of up to 16 months. We would prefer that projects begin June 1, 2004. Projects must begin no later than August 1, 2004.

APPLICATION PROCEDURES

Schedule:

August 18, 2003	Applications Available
October 3, 2003	FFY 2004 Proposals Due
October 28, 2003	Presentation Before Interagency Steering Committee
December 31, 2003	FY2004 Projects Selected
June 1, 2004	Funds Available

Process:

Pre-Proposal Review (Optional) **Deadline September 23, 2003**

To provide an opportunity for early review, applicants may want to contact the nonpoint source program to arrange a meeting to allow DNR staff to discuss and view potential project sites (Ken Sloate/410.260.8736). The preproposal process is an opportunity for applicants to discuss their projects and to prevent expenditure of efforts on projects that are ineligible. Applicants should note that a preproposal review is offered for informational purposes only and does not guarantee or necessarily improve the likelihood of project funding under this RFP. Projects that have not gone through the preproposal review receive no less consideration for funding than those that were reviewed as preproposals.

Proposal Presentations – Nonpoint source program staff may request that applicants present their proposal before the interagency steering committee. Proposals presentations will occur on **October 28, 2003.** Presentations will give the committee an opportunity to better understand the goals and objectives of your proposal. Questions or concerns expressed by the Interagency Review Committee will be sent to the applicant prior to any meeting.

All Applicants

IN ORDER FOR A PROPOSAL TO RECEIVE CONSIDERATION, A COMPLETE PACKAGE MUST BE RECEIVED BY CLOSE OF BUSINESS ON THE FOLLOWING DATE:

October 3, 2003

In each package please include four double-sided paper copies of the proposal with corresponding copies of the watershed management plan (The proposal MUST follow format as described below) and **one copy on disk (Microsoft Word)** or by email **(gschultz@dnr.state.md.us).**

In addition, all applicants must be up-to-date on the submission of progress reports, invoices and other deliverables pursuant to their currently funded projects. Please provide **ALL** requested information with your submission to ensure project consideration. Failure to comply with the guidelines listed above may result in removal of the proposal from funding consideration.

The package should be submitted to:

Gwynne Schultz, Director
Coastal Zone Management Division
Maryland Department of Natural Resources
Tawes State Office Building, E-2
Annapolis, MD 21401

If you have questions regarding the application process, please contact Ken Sloate (410/260-8736).

Project Proposal Review

Project proposals will receive an initial screening by DNR's nonpoint source management program to insure that meet basic eligibility criteria. Eligible proposals will be forwarded to an interagency review committee. The interagency review committee will evaluate the eligible proposals based on

ranking criteria. The review committee includes representatives from the Department of Natural Resources, Department of Agriculture, Department of the Environment, Department of Planning, University of Maryland, Coastal and Watershed Resource Advisory Committee and Maryland's Tributary Teams. During September and October the interagency review committee may request additional technical information or that the applicant present their proposal before the committee (see proposal presentation section above). After completing an evaluation and ranking of the projects, interagency group recommendations will be submitted to the USEPA which has final approval authority for all Maryland nonpoint source program implementation projects.

Required Format

Project proposals **MUST** use the following format. Font size should be 12pt. Page **layout for all pages should be on the vertical plane**. Feel free to use bullets, where appropriate, instead of using complete sentences. Proposal work descriptions should be brief. Concise documents are encouraged as long as the following information is adequately addressed.

I. Cover Sheet

Project Title:

Name of Grant: FFY 2004 Section 319(h)

Proposed Budget: federal amount $
match amount $
Total amount $

Project Funding Period: Maximum of 16 months beginning on or after June 1, 2004 but not later than August 1, 2004. Please be specific.

Project Area:
Tributary Basin:
Maryland 8-digit watershed code [indicate if watershed is Priority Category I or Select Category III as listed in Maryland's Clean Water Action Plan (see attachment C]
List if a TMDL has been approved or is under development for that watershed (see attachment C). Also include the 303(d) listed impairment for that watershed.

Sponsoring Agency: mailing address

Contact Person: name, mailing address, phone, fax, email.

Federal Taxpayer I.D. Number:

Date Submitted:

II. Executive Summary (limit one page)

Brief summary of project suitable for public distribution. Information given should be sufficient to clearly understand the purpose of the proposed work. Include technical language where appropriate.

III. Project History/Background (limit one page; *see the attached example*)

General Description of Watershed:

- Location (include 8 ½ x 11 copy of USGS 1:24000 scale topographic quadrangle map with project boundaries**)**
- Size
- Location of priority funding areas
- Major initiatives underway or planned
- Unique characteristics
- Water quality impairment identified under the 303(d) list
- Status of TMDL
- Status of Watershed Plan(s)
- Summarize any past assessment reports, studies, implementation projects that identify water quality threats or problem.

Outstanding Management Needs:

Project Completion Date: Indicate when the activities associated with this proposal will be complete.

IV. Project Goal and Objectives (limit to one page)

Goal: Describe the condition you wish to change; a single statement summarizing the overall purpose of the project.

Objectives: List statements of what is to be accomplished in a measurable, practicable form. List desired outcomes of your work activities, rather than the activities themselves. Implementation projects should emphasize the measures that will actually be implemented during the project period.

Measurable Environmental Results (MERs): Link project objectives to expected measurable environmental results (e.g. miles of stream to be restored, acres of wetlands created, pounds of pollutants removed, habitat improvement, etc.)**.** Describe appropriate monitoring component or other evaluation method to determine the effectiveness of the project. **For direct implementation projects e.g. those designed to reduce sediment or nutrient loads, load reduction estimates must be provided in your proposals.** See attachment B for additional MERs reporting requirements.

V. Project Activities and Deliverables - Please provide the following information for each objective listed under your goal. Limit one page maximum per objective.

Activities: Specific actions to accomplish each milestone

Timeline: Period of time in which each activity will take place

Responsible entity: Group or individual responsible for the activity

Deliverables: Anticipated accomplishments or outcomes for each activity expressed in quantifiable terms; these are a measure of success, including a completion date for deliverables

VI. Cooperating Agencies' Roles and Responsibilities List other groups and/or individuals actively involved in implementing the project, describe the responsibilities of each listing.

Group name, roles and responsibilities

Appropriate letters of support from significant partners must be submitted with proposal. *Letters of support should detail commitment of resources from agencies, organizations, or individuals who are affiliated with, endorse, or support the project.*

VII. Detailed Project Budget - Projects involving multiple agencies/components should develop a budget for each agency as well as a total budget summary (see example below).

Use the following budget categories:

Salary and Fringe. List position titles; % time to be funded; duration (# of months); state/local classification; grade, step and hourly rate; salary requested; amount of fringe requested [state 8% contractual, 30% merit]; and types of benefits.

Training (in state/out of state). Include total amount requested and characterize the type of training (e.g., ArcInfo Training).

Communications. Specify items (including fax, telephone charges) and total.

Travel/Conferences (in state/out of state). List trip amounts, including the mileage, per diem, estimated number of trips in-state and out-of-state, and other costs.

Contractual Services. Identify each proposed contract and specify its purpose, nature and estimated cost. If a subcontractor is needed, please identify the proposed vendor (if known) and include a short description of their activity. Subcontracts to non-profit groups shall not exceed $25,000.

Equipment. Identify each item of equipment to be purchased which has an estimated acquisition cost of $5,000 either as an individual piece, or as a group of pieces intended to be used together and which has a probable useful life of more than one year beyond the date of acquisition. The equipment listed should be necessary tools for the completion of the proposed project.

Supplies. "Supplies" means all tangible property other than "equipment." The budget detail should be specific in identifying categories of supplies to be procured, e.g., laboratory or office supplies. Specifically list all software to be purchased.

Indirect - Only units within the Chesapeake Bay and Watershed Program of DNR may include indirect costs in the budget.

Note: Stream restoration projects should have funds focused on **implementation activities** (e.g., construction), not design activities.

Example of Budget Request

Grant Year and Name: FFY 2004 Section 319(h) Grant
Project Title: Last Chance River - Stream Restoration Project
Agency/Organization: Page County Department of the Environment
Project Period: July 1, 2004 – September 30, 2005

Category	Federal	Non-Federal Match**	Total
Salary **fringe***	**18,000** **2,700**	**18,000**	**38,700**
Contractual Services^ - Stream Restoration	**94,000**	**62,000**	**156,000**
Office Supplies	**3,000**		**3,000**
Other - permits - postage - printing	 **250** **750** **1,000**		**2,000**
Travel (in-state)	**300**		**300**
Total	**120,000**	**80,000**	**200,000**

*Page County DEP Planner IV (grade17/2)
$xx.xx per hour, 100% FTE, 6 months
30% fringe, benefits include FICA, health insurance, retirement option, workman's comp, unemployment
** Local match

^ **No funds will be spent on design and/or consulting expenses. These funds are for on the ground construction activities.**

VIII. Match - All projects must provide match at 40% of the total project cost. List the total dollar value of match. Identify whether it is cash or in-kind services. Please characterize, using the same format outlined above (e.g., salaries, supplies, etc.)

How to Calculate the 40% Match Requirements

Note: A minimum of 40% local match is required of all grant applicants. Minimum match requirements is calculated by first determining the total cost of implementing a project. Second, calculate the minimum local match by multiplying the total project cost by 40%. The total project cost minus the local match equals the requested grant amount. For example if

the project's total cost is $250,000, the local match would be $100,000 and the remaining cost of the project ($150,000) would be the amount of federal funds requested.

Total cost x .40 = Local Match
Total cost – Local match = Federal Grant Funds Requested

Example: $250,000 x .40 = $100,000 local match
$250,000 - $100,000 == $150,000 Federal 319(h) Funds Requested

IX. Quarterly Spending Schedule - Provide an estimate of quarterly spending.

X. Appendices - Include support documents for the project including letters of support, assessment reports, studies, water quality data or other documents that substantiate the water quality impairment or threat.

ATTACHMENTS

Attachment A - Evaluative questions and a list of USEPA watershed plan elements. **All applicants must** include responses to the questions with their proposal.

Attachment B - Please review this attachment. **All applicants are** expected to comply with these guidelines.

Attachment C - Table listing Priority Category I and Select Category III watersheds and nonpoint source TMDLs approved/under development within these watersheds.

Attachment D – A map of known local watershed plans.

ATTACHMENT A

Please assist the review committee by responding to **all** of the following questions. Applications that do not include these answers **will not** be considered for funding. Please provide answers as a separate attachment.

1. How does the project fit into the goals of a comprehensive watershed plan? [Please provide a paper and, if it is available, an electronic copy of the watershed plan with this application.]

Please answer how the watershed plan meets the following evaluative criteria. Answers to these questions will assist the Nonpoint Source Program in evaluating and determining whether your project is eligible for submittal to the US Environmental Protection Agency.

Watershed Plan Elements	**Yes (covered by the plan)**	**No**	**Plan Section/ Page Number**
An identification of the geographical extent of the watershed covered by the plan.			
The measurable water quality goals, including the appropriate water quality standards for pollutants that threaten or impair the physical, chemical or biological integrity of the watershed.			
An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the necessary water quality standards (and to achieve any other watershed goals identified in the watershed plan). Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (e.g. x acres of row crops needing improved nutrient management or sediment control; or y linear miles of eroded streambanks needing remediation). Any threats to other waters in the watershed should also be identified;			

A description of the nonpoint source management measures that will be implemented to achieve a TMDL's load reduction (as well as to achieve other watershed goals identified in a watershed plan), an identification of the location in which those measures will be needed to implement the plan, and an identification of who will be responsible for implementation of those measures;			
Estimates of the pollutant load reductions expected through implementation of proposed nonpoint source management measures; Estimates should also be at the same level as identified above (e.g. total nutrient load reductions for cover crops or total sediment load reduction for stabilized streambanks); For waters for which EPA has approved or established TMDLs the plan must identify and incorporate the TMDL, including any applicable loads for downstream waters so that water delivered downstream or to an adjacent jurisdiction does not exceed the water quality standards for the pollutant of concern at the boundary. The estimates should account for those pollutant load reductions to point and nonpoint sources identified in the TMDL as necessary to attain the applicable water quality standards;			
An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon to implement the watershed plan. Shortfalls between needs and available resources should be identified and addressed in the plan;			
An information/education component that identifies the education and outreach that will be used to implement the plan and the assistance needed from local, State and federal agencies;			
A schedule for implementing the management measures identified in this plan that is reasonably expeditious and where appropriate, an estimate of			

the date applicable water quality standards are expected to be attained for each impaired water;			
A description of interim, measurable milestones for determining whether management measures or other control actions are being implemented (e.g., load reductions, length of stream stabilized, etc.);			
A set of criteria that can be used to determine whether loading reductions are being achieved and substantial progress is being made towards attaining or assuring continued attainment of water quality standards and if, not the criteria for determining whether this watershed plan needs to be revised or, if a NPS TMDL has been established, whether the NPS TMDL needs to be revised;			
A monitoring component to determine whether the watershed plan is being implemented and applicable water quality standards are being attained or maintained, as applicable according to the schedule, measured against the criteria established above.			

3. Does this project have public access or is it in public or open space?

4. How does this project support Chesapeake Bay 2000 Agreement commitments (e.g. wetland, forestry goals) or the Coastal Bays Comprehensive Conservation and Management Plan (CCMP) commitments? Please list. (Visit the Chesapeake Bay program or Coastal Bays program website for more information:

5. Is the project ready to proceed and will it likely be able to begin and end on time? Include a **specific** timeline for project design and permitting needs.

6. How does this project address the need for community partners, environmental education and stewardship.

7. Are matching contributions of time, money, materials and expertise being provided by the community or other non-state sources?

8. Is there a plan for continued support of the project over the long term? (e.g., maintenance for stream restoration or agricultural bmp projects.)

9. If your project includes a monitoring component, briefly explain the necessity of the length and frequency of your monitoring period. (Please note that EPA requires all 319 funded projects which involve the collection of environmental data to document all aspects of their project activities in a Quality Assurance Project Plan (QAPP) See attachment B for more details).

10. How will this project report on pollutant load reductions? Will they be estimated or actual reductions? (See attachment B for more details about Measurable Environmental Results (MERs) reporting requirements)

11. For those projects located in Phase I & Phase II NPDES jurisdictions, is this project specifically required by a NPDES permit? Please note that nonpoint source program funds may **not** be used to fund activities specifically required by an NPDES permit (see attachment B regarding eligibility of projects that address stormwater runoff).

12. For stream restoration projects please answer the following questions:
    A. Is this a mitigation project? Please describe.
    B. What assurances are there that the restored stream channel will remain stable after the project has been completed? Describe the upstream stabilization or stormwater infrastructure improvements that are in place to ensure project longevity.
    C. Please justify the per/foot costs.
    D. What percentage does this project restore of the total miles of stream restoration needed in the watershed? What percentage of the drainage area does this stream segment serve?

ATTACHMENT B

Project Requirements

All applicants are expected to comply with these guidelines and the applicable federal award conditions. If an applicant cannot comply with these provisions, the applicant should provide a written justification detailing why an exception is warranted.

Public access

Management practices and/or demonstration projects placed on private lands must be accessible for field days or tours (on an occasional basis) to ensure sharing the results with the general public.

Limitations

Stormwater – Jurisdictions covered by Phase I and Phase II NPDES permits may apply for nonpoint source program funds. However, the Environmental Protection Agency will make a final determination regarding the eligibility of projects within these areas. Section 319 funds may not be used to fund any urban storm water activities that are **specifically** required by a draft of final MS4 Phase I or II NPDES permit, nor to implement permit application requirements of EPA's stormwater regulations. Related activities included in a stormwater plan that are of a watershed restoration nature may be eligible for funding. Please contact the NPS program if you believe that your proposal may conflict with NPDES permit requirements.

Cost-Share - By statute, Section 319 funding may be used to support cost-share funding only if the costs are related to the implementation of a **demonstration** project. EPA does not interpret this limitation to mean that a best management practice (BMP) can only be funded in one location -- the federal guidance notes that a BMP may be demonstrated in a variety of hydro-geological or sociological settings. The 319 program limits cost-share per project up to **75%** of the total cost of the BMP.

Operation & Maintenance Activities - Nonpoint source program funds may not be used for strictly operation and maintenance activities and project budgets should not reflect operation and maintenance activities.

Reporting Requirements

Quarterly Status Reports (QSRs) document progress toward achievement of the milestones. They contain information about 1) activities scheduled for the quarter, 2) activities conducted during the quarter, and 3) an explanation of any discrepancies between the two, if necessary. Quarterly reports are due 1/15, 4/15, 7/15 and 10/15. QSRs are due within 45 days of the end of the quarter.

The **Final Report** is a lengthier, more substantial report. It contains a summary of activities conducted over the entire contract period and, more importantly, reports conclusions. Whereas the QSRs document what happened, the final report documents the significance of the activities conducted during the grant period. The final report should contain enough detail so that a person who is not familiar with the project can read it and understand the project's 1) goals, 2) methods, 3) achievements, and 4) significance. With the final report, project managers must submit a one page abstract suitable for distribution in newsletters, on-line, etc. Final reports are due within 60 days of the completion of the project.

Before and After Photos – The Final Report submitted to the Nonpoint Source Program should include before and after photographs of sites where best management practices have been implemented**.**

Measurable Environmental Results - The Environmental Protection Agency is requiring that all 319 funded projects report measurable environmental results (MERs). The intent of MERs is to focus on implementation of nonpoint source controls, specific educational activities, water quality improvements and **specific nonpoint source load reductions**. Projects should describe implementation of NPS controls (e.g. type of bmp) miles of stream to be restored, acres of wetlands created, habitat improved, etc. Projects should also describe specific locations where bmps are to be implemented.

Education projects should describe the number of people that received brochures or pamphlets or responded to surveys or attended events, etc. For direct implementation projects e.g. those designed to reduce sediment/nutrient loads, load reduction estimates must be provided in your scope of work. In addition actual load reductions must be reported after one year of project implementation. Implementation projects that are completed in less than a year will need to report load reduction estimates at the time of completion. Load reduction estimates may be based on the Chesapeake Bay model BMP reduction rates, the USDA Revised Universal Soil Loss Equation (RUSLE) or other technical models. Projects should clearly identify which methodology has been chosen to calculate load reductions. MER information collected by the Nonpoint Source Program will be reported in EPA's Grant Reporting and Tracking Database.

DNR Data/GIS Requirements

Data, databases, and products associated with electronic Geographic Information Systems (GIS), which have been collected, manipulated, or purchased using federal funds administered by the Coastal Zone Management Division (CZMD) will be subject to all applicable terms of the Department of Natural Resources (DNR) General Conditions, including sections referring to Contract Equipment, Patents and Copyrights, Rights in Data, Public Disclosure. If you would like to receive a copy of the General Conditions, call your contract coordinator at (410) 260-8730.

Any GIS data to be transferred to DNR that is collected, manipulated or purchased using federal funds and/or match funds, shall be documented as specified in the Federal Geographic Data Committee (FGDC) Content Standard for Digital Geospatial Metadata Version 2 - FGDC-STD-001-1998 (http://www.fgdc.gov/metadata/contstan.html) as authorized by the Maryland State Government Geographic Information Coordinating Committee (MSGIC), and any subsequent updates or revisions. Any electronic data to be transferred to DNR in conjunction with a GIS shall be transferred in an Environmental Systems Research Institute's (ESRI) Arc/Info Coverage or Shapefile or MicroIamge's TNTmips compatible format, or other mutually acceptable format that is agreed to in writing by all parties. All relevant sections of the metadata standard are to be completed, not just sections 1 and 7. Non-spatial text or database data to be transferred to DNR shall be delivered in WordPerfect version 8, Word version 2000 or dBase (.dbf) compatible or ASCII compatible formats. Acceptable media for delivery includes 3.5" floppy disks or CD-ROM. Tape-based, magneto-optical or removeable disc (Zip Disc) media are not acceptable without prior written approval from DNR.

EPA Locational Data Policy

In accordance with EPA's Locational Data Policy, all applicants must agree to ensure that latitude and longitude coordinates (given in degree, minutes and seconds) are provided for all sites for which data is collected and accurate within 150 meter (+/- 15 seconds or 5 decimal places in decimal degrees). The applicants further must agree to document, in writing, that site locational data were derived using USGS topographic maps or other scientifically approved methods and recorded in accordance with federal regulations and other EPA requirements, noted in Section 4, Authorities, of EPA's policy.

Quality Assurance Project Plans (QAPP)

EPA requires that all projects which involve the collection of environmental data such as direct measurements, data collection from other sources, or data compilation from computerized databases and information systems, must document all aspects of their project activities in a Quality Assurance Project Plan (QAPP). QAPPs must be submitted to EPA at least 30 days prior to initiation of field or monitoring work; data collection or data compilation activity. The QAPP must include information on how the grantee will adhere to EPA's Locational Data Policy. QAPPs must be prepared in accordance with EPA QA/R-5: EPA Requirements for QAPP's. Five paper copies and an electronic copy of the QAPP must be submitted. No data collection shall begin prior to EPA approval of a QAPP.

Disadvantaged Business Utilization

1) Recipients shall ensure, to the fullest extent possible, that positive efforts are made to utilize small businesses, including those in rural areas, minority-owned firms, and women-owned business enterprises.

2) In accordance with EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance programs, the recipient agrees to:

   - Accept the applicable FY2004 "fair share"goals negotiated with EPA by the State;

   - Ensure to the fullest extent possible that at least 20% of Federal funds for agreements or subagreemens for supplies, construction, equipment or services, are made available to organizations owned or controlled by socially or economically disadvantaged individuals, women and historically black colleges and universities.

   - Include in its bid documents "fair share" objectives of 20% and require of its prime partners to include in their bid documents for subagreements the negotiated fair share percentages.

Invoice Guidelines

Funds provided through Section 319 are reimbursable. Specifically, funds are expended by the contracted organization and then reimbursed by DNR. Advance payments are generally not provided through this grant.

Invoices with appropriate back-up documentation must be submitted for reimbursement on a quarterly basis with a Quarterly Status Report and work products as described in the project Scope of Work.

Other Requirements

Incurring Costs – The Nonpoint Source Program is **not liable** for any cost incurred by the grant recipient or any subcontractor prior to the grantee receiving a fully executed contract (i.e., signed by both parties)

The recipient shall require that all subcontractors comply with all EPA and DNR award conditions and documentation requirements.

Ban on Lobbying Activities – The recipient agrees that it will **not** use project funds, including the Federal and non-Federal share to engage in lobbying the Federal Government or in litigation against the United States.

The Recipient agrees that project funds may not be used to pay for the travel of Federal employees or for other costs associated with Federal participation in a project unless the Federal agency is performing special technical assistance to the recipient as allowed under the provisions of the Intergovernmental Cooperation Act.

ATTACHMENT C

The following table is developed from information contained in the *Maryland Clean Water Action Plan*: *Final 1998 Report on Unified Watershed Assessment, Watershed Prioritization and Plans for Restoration Action Strategies*, Final version: December 31, 1998 and the Maryland Department of the Environment's (MDE) TMDL program.

For full copy of the Unified Watershed Assessment, contact the CZM Division at 410-260-8730 or go to http://www.dnr.state.md.us/cwap/ on the internet.

For additional information about the TMDL program, visit MDE's website at http://www.mde.state.md.us/Programs/WaterPrograms/TMDL/index.asp

MD 8 digit Code	Watershed Name	Priority Category One	Select Category Three	NPS TMDL Approved/ Submitted to EPA	Type of TMDL Approved/ Submitted to EPA	TMDL Scheduled For Development 2003/2004	Type of TMDL
02120201	Lower Susquehanna River		✓				
02120202	Deer Creek		✓				
02120204	Connowingo Dam Susq. Run		✓				
02130102	Assawoman Bay	✓					
02130103	Isle of Wight Bay	✓		✓	Nutrients		
02130105	Newport Bay	✓		✓	Nutrients		
02130106	Chincoteague Bay		✓	✓	Phosphorus & sediments to Big Millpond		

02130202	Lower Pocomoke River	✓	✓			✓	Nutrients
02130203	Upper Pocomoke River	✓		✓	Phosphorus & sediments to Adkins Pond	✓	Nutrients (WQA)
02130208	Manokin River	✓		✓	Nutrients & BOD		
02130301	Lower Wicomico River including Tony Tank Lake (TTL)	✓		✓	Nitrogen, Phosphorus & BOD; Phosphorus & sediment (TTL)		
02130304	Wicomico River Headwaters	✓		✓	Phosphorus & sediments for Johnson Pond		
02130305	Nanticoke River		✓				
02130308	Transquaking River including Chicamacomico River (CR)	✓		✓	Nutrients; Nutrients (CR)		
02130404	Upper Choptank	✓				✓	Sediments
02130405	Tuckahoe Creek	✓		✓	Mercury in fish tissue for Tuckahoe Lake		
02130503	Wye River	✓	✓				
02130506	Langford Creek	✓		✓	Water Quality Analysis (WQA) of Eutrophication		
02130507	Corsica River	✓		✓	Nutrients		

02130509	Middle Chester River	✓		✓	Phosphorus & sediments for Urieville Community Lake	✓	Nutrients
02130511	Kent Island Bay	✓					
02130603	Upper Elk River	✓	✓				
02130604	Back Creek	✓					
02130608	Northeast River		✓			✓	Nutrients
02130610	Sassafras River	✓		✓	Phosphorus		
02130611	Stillpond-Fairlee	✓		✓	Nutrients for Fairlee Creek; Nutrients for Worton Creek Nutrients for Stillpond Creek		
02130701	Bush River	✓					
02130704	Bynum Run	✓					
02130706	Swan Creek	✓		✓	Nutrients		
02130802	Lower Gunpowder Falls	✓					Heavy metals (WQA)
02130803	Bird River	✓					
02130805	Loch Raven Reservoir	✓	✓	✓	Mercury in fish tissue	✓	Heavy metals (WQA)
02130806	Prettyboy Reservoir	✓	✓			✓	Mercury in fish tissue. Heavy metals (WQA)

02130807	Middle River – Browns Creek	✓				✓	Lead (WQA) and Cadmium (WQA).
02130901	Back River	✓				✓	Zinc (WQA), Nutrients & PCBs
02130902	Bodkin Creek	✓					
02130903	Baltimore Harbor	✓				✓	Nutrients, Zinc, Lead, Chromium, and PCBs. Zinc Chromium, and PCBs (Bear Creek). Zinc & PCBs (Curtis Creek). Zinc (Middle Harbor)
02130904	Jones Falls	✓		✓	WQA of Zinc Contamination		
02130905	Gwynns Falls	✓	✓				
02130907	Liberty Reservoir	✓	✓	✓	Mercury in fish tissue.	✓	Chromium (WQA) and Lead (WQA)
02131002	Severn River	✓					
02131003	South River	✓					
02131101	Patuxent River Lower Tidal		✓				
02131102	Middle Patuxent River – tidal	✓					
02131103	Western Branch	✓		✓	BOD		
02131104	Patuxent River upper	✓				✓	Mercury in fish tissue (Cash Lake)

02131105	Little Patuxent River	✓		✓	Phosphorus & sediment to Centennial Lake		
02131107	Rocky Gorge Dam	✓	✓			✓	Nutrients (T. Howard Duckett Reservoir)
02131108	Brighton Dam	✓	✓			✓	Nutrients (Triadelphia Reservoir)
02140102	Potomac River Middle tidal		✓				
02140103	St. Mary's River		✓	✓	WQA of Eutrophication		
02140104	Breton Bay	✓					
02140107	Gilbert Swamp		✓				
02140108	Zekiah Swamp		✓				
02140109	Port Tobacco River		✓	✓	Nutrients		
02140110	Nanjemoy Creek		✓				
02140111	Mattawoman Creek	✓	✓			✓	Nutrients
02140203	Piscataway Creek	✓					
02140204	Oxon Creek	✓					
02140205	Anacostia River	✓					

02140206	Rock Creek	✓		✓	WQA of Eutrophication (Needwood Lake); WQA of Eutrophication (Lake Bernard Frank)		
02140207	Cabin John Creek	✓					
02140208	Seneca Creek	✓	✓	✓	Phosphorus & sediment to Clopper Lake		
02140302	Lower Monocacy River	✓	✓	✓	Phosphorus and sediments to Lake Linganore		
02140303	Upper Monocacy River	✓	✓				
02140305	Catoctin Creek	✓					
02140502	Antietam Creek including Greenbriar Lake	✓	✓	✓	BOD (WQA)		
02140504	Conococheague Creek	✓		✓	BOD		
02140507	Tonoloway Creek		✓				
02140510	Sideling Hill Creek		✓				
02140511	Fifteen Mile Creek		✓				
02140512	Town Creek		✓				

02141001	Potomac River Lower N. Br.		✓				
02141002	Evitts Creek		✓	✓	Phosphorus (Lake Habeeb)		
02141004	Georges Creek	✓	✓	✓	BOD		
02141005	Potomac River Upper N. Branch	✓	✓				
02141006	Savage River		✓	✓	WQA of Eutrophication		
05020201	Youghiogheny River		✓	✓	WQA of Eutrophication	✓	pH
05020203	Deep Creek Lake	✓	✓	✓	PH; mercury in fish tissue		
05020204	Casselman River		✓	✓	WQA of Eutrophication	✓	Mercury in fish tissue for Big Piney Reservoir

Attachment D - The attached map provides an overview of watersheds that have completed plans, plans underway or other major efforts with a watershed focus. This information was provided to the Department of Natural Resources by Maryland counties.